

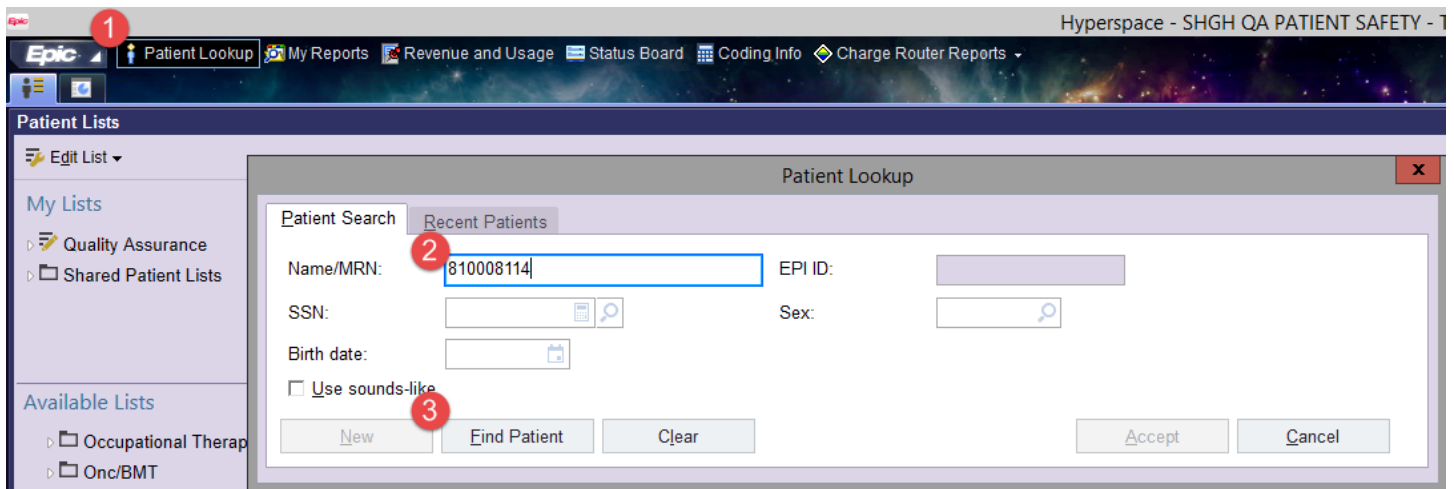
Tip Sheet

Use Patient Lookup to Find Specific Encounters

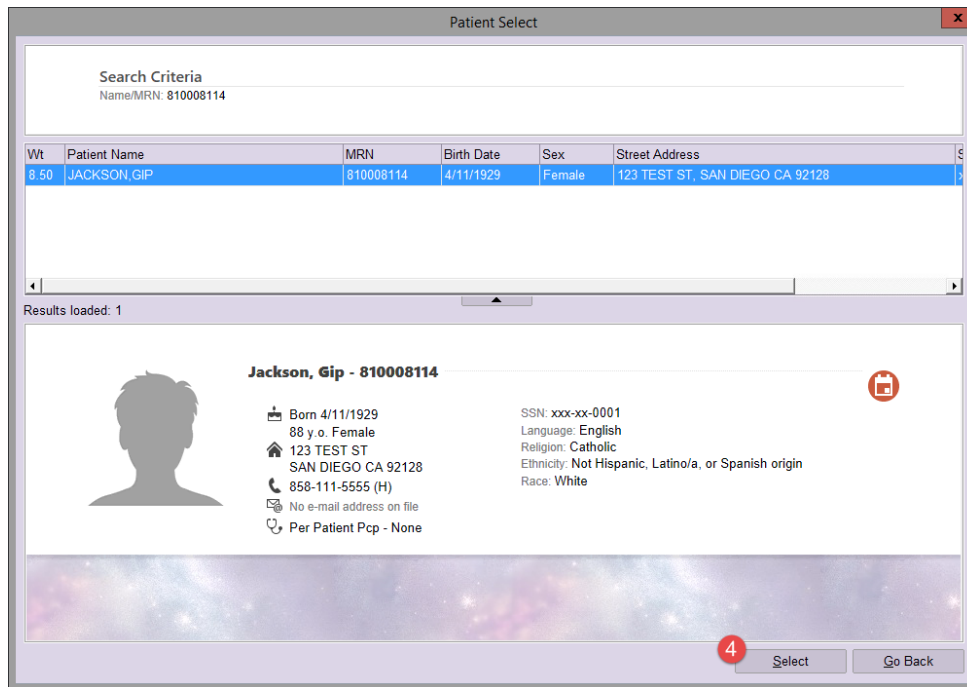
If you need to look up a patient and view information about a specific encounter (such as a hospital admission or visit at a hospital-based clinic), you can use the Patient Lookup feature to open a view-only version of the patient's chart after selecting the appropriate encounter.

Try It Out

1. Click **Patient Lookup** in the Epic toolbar.
2. In the **Patient Lookup** window, enter the demographic information needed to find the patient.
 - You can enter **Name, Sex, Date of Birth**, however the fastest way to find the correct patient is to use the **MRN**
3. Click **Find Patient** to search based on the criteria that you entered.



- If you have looked up a patient recently, use the **Recent Patients** tab to find those patients.
4. Confirm you have the correct patient in the **Patient Select** window, and then click **Select**.



5. Once in the patient's chart, you can use the **Chart Review** tabs to review additional information about the patient's encounters, lab results, imaging studies, etc.
6. You can use the other activities on the Activity Toolbar to review information such as **History, Allergies, Immunizations, etc.**
7. To enter into a specific patient encounter, click **Select Encounter** and follow the prompts.
 - a. Ensure you select the encounter you want to audit
 - b. When you enter the encounter your activity tabs will change

